

SC4

Voluntary Adoption Agencies – notification of new branch or change in branch size

A voluntary adoption agency must notify Ofsted when they intend to establish a new branch or of certain changes to the size of any of its existing branches. This is because any premises used for the purpose of an agency must be inspected by Ofsted at least once every three years. Additionally, the annual fee payable by an agency is dependent on the number and size of its branches and will be less for any branch which qualifies as a 'small branch'.

A 'branch' effectively means premises of the organisation, other than the principal office, where some or all of the main functions/key activities are performed. The definition of 'small branch' and the level of fees payable are set out in legislation.^{1,2}

The responsible individual or other senior officer of the registered agency must complete the form on behalf of the agency and return it to Ofsted at least 28 days before the agency starts to operate from the new branch or before the change in branch size.

¹ The functions of a VAA comprise 'making arrangements for the adoption of children' under section 2(5) of the Adoption and Children Act 2002.

² See the definitions of 'relevant number of staff' and 'small branch' and regulation 20 of Her Majesty's Chief Inspector of Education, Children's Services and Skills (Fees and Frequency of Inspections) (Children's Homes etc.) Regulations 2015; www.legislation.gov.uk/uksi/2015/551/contents/made. See also *Annual fees for children's social care services from 1 April 2015*, Ofsted, 2015; www.gov.uk/government/publications/childrens-social-care-annual-fees-for-providers.

About this form

Section A – Please provide details about the registered voluntary adoption agency. This section must be completed.

Section B – If relevant, please provide details about any new branch the agency will be operating from.

Section C – If necessary please complete this section where you make changes to how you operate a branch if this will change the size of the branch so that it becomes or ceases to be a 'small branch'. For example, if you increase the number of social workers working at the branch office from 5 to 7 this will increase your annual fee. Equally if you decrease the number of people working at the branch this would decrease the fee paid.

Section D – This section is optional. Please use this section to provide any additional information, for example, to tell us about any other changes to the existing branches or principal office.

Section E – This section must be completed. This form must be signed by the current responsible individual or other senior officer of the registered agency. We ask for confirmation that the legal entity that is registered with us has not changed. If it has changed, you will need to contact us as you may need to apply for a new registration.

Please return this form to us at the following address:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

You can also return the form by email to us at: enquiries@ofsted.gov.uk.

A	Details of voluntary adoption agency
A1	Name of registered provider
A2	Name of responsible individual
A3	Unique reference number (URN)
A4	Address of agency (principal office)
A5	Postcode
A6	Number of existing branches of agency

B	Details of new branch of the voluntary adoption agency
B1	Name of branch
B2	Address
B3	Postcode
B4	Name of branch manager
B5	Email address
B6	Telephone number

B7	Number of staff (full time staff or equivalent, excluding the branch manager) working at the branch and how many work there as a social worker (this will determine the fee payable). Future changes in branch size may need to be notified to Ofsted so the appropriate fee can be levied.
B8	Key activities undertaken at the branch
B9	The intended date on which the branch will start to provide services

C	Changes to the size of an existing branch of the voluntary adoption agency from or to a 'small branch'
C1	Name of branch
C2	Address
C3	Postcode
C4	Name of branch manager
C5	Email address
C6	Telephone number
C7	Details about the change in size (including if the branch is decreasing or increasing in size and the number of staff (full time staff or equivalent, excluding the branch manager) working at the branch and how many work

	there as a social worker)
C9	The intended date on which the branch will change size

D	Additional information

E	Agreement
	<p>I declare that all the information I have given on this form is true to the best of my knowledge and belief.</p> <p>I confirm that the voluntary adoption agency detailed above remains the same legal entity.</p> <p>I understand that Ofsted may inspect the branch at any time. I also understand that the next annual fee payable by the agency will reflect the addition of the new branch (dependant on the size of the branch).³</p>
	Signed
	Print name
	Position
	Date of signature

³ <https://www.gov.uk/government/publications/childrens-social-care-annual-fees-for-providers>